

Chattanooga, TN
Personnel Class Specification
Class code 0598

FLSA: Exempt

CLASSIFICATION TITLE: ISS PROJECT COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work functions associated with operation and maintenance of the sanitary sewer system through construction management and inspection, system analyses, and construction work plans and progress reports on field projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversees construction and field activities for sewer replacement, repair, and rehabilitation contracts.

Inspects field work to ensure quality construction, methods and products and to ensure adherence to proper specifications.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work sites and use of safety equipment to ensure safety of employees and other individuals.

Inspects construction related to manhole raising, manhole and pipe rehabilitation, and point repairs.

Evaluates pipe and other product testing, rehabilitation techniques, and shop drawings.

Assists with evaluation and improvement of construction techniques used by field crews.

Reviews flow data and pump station operation data to determine trends, problems, and possible solutions.

Conducts field investigative projects to identify problem areas in the sewer system.

Develops work plans, production goals, and progress reports on field projects.

Prepares progress reports, work/materials quantity estimates, and field diaries.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, charts, notices, requests for proposal, contract specifications, spreadsheets, or other documents.

Receives various forms, reports, correspondence, invoices, submittals, cut sheets, construction schedules, construction plans, specifications, procedures, standards, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, spreadsheet, flow data analysis, or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Engineering or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes project management and contract administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills,

and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations,

electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.